



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON MANNHEIM**  
**UNIT 29901**  
**APO AE 09086-9901**

JUN 6 2008

IMEU-MAN-EEO

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: United States Army Garrison (USAG) Mannheim Command Policy 60,  
Sexual Harassment and Harassment**

1. Sexual harassment is illegal conduct, defined by the Department of the Army as a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. It occurs when submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment. In addition, harassment is unlawful if it is based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability, or reprisal for participation in activity protected by anti-discrimination statutes. Harassment based on pregnancy status is also unlawful.
2. Federal law does not prohibit simple teasing, offhand comments, or isolated incidents that are not extremely serious. To constitute a violation of the law, the conduct must be so objectively offensive as to alter the conditions of the victim's employment. Workplace conduct need not result in concrete psychological harm to the victim. Rather, it needs only be so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the work environment as hostile or offensive.
3. Any supervisor who uses or condones any form of sexual behavior to control, influence or affect an employee's career, pay or job, is engaging in sexual harassment. Similarly, any person who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature, is engaging in sexual harassment.
4. Anyone who is harassed or sexually harassed is encouraged to immediately report the incident to a supervisor and/or the chain of command, the Deputy Garrison Commander, the Equal Employment Opportunity Office, the Equal Opportunity Office, or the Inspector General Office. Your report will be treated in a confidential manner to the extent possible and you will not face retaliation for making a report. Officials receiving reports of harassment or sexual harassment will immediately notify me. I will ensure that a prompt and thorough investigation is conducted, and if substantiated, that appropriate and effective corrective action is taken against the offender.

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5. Training is important in preventing sexual harassment. Therefore, all DA civilian employees and their supervisors will attend Prevention of Sexual Harassment (POSH) training presented by the Equal Employment Opportunity (EEO) Office, as follows:

a. Initial POSH training must be taken in a classroom setting within 90 days of entry into the Federal workforce, or within 90 days of initial appointment to supervisory duties. The EEO office will provide scheduled POSH classes throughout the year for U.S. civilian employees and supervisors assigned to USAG Mannheim and tenant units.

b. Employees transferring into the command are required to attend POSH training in a classroom setting, or complete training on-line through a web-based POSH course, within 90 days of assignment, unless they provide documentation to the EEO Office showing that they are current with the POSH training requirement. Completion certificates from web-based training must be provided to the EEO Office.

c. All DA civilian employees and their supervisors who are assigned to USAG Mannheim, must complete web-based refresher POSH training on an annual basis. Department of the Army civilian employees and their supervisors assigned to tenant units are required to complete web-based refresher POSH training on a biennial (every two years) basis, in accordance with Department of the Army standards. Completion certificates from web-based training must be provided to the Garrison EEO Office for updating of training records.

6. I will not tolerate harassment or sexual harassment in the USAG Mannheim workplace. I expect all member of this command to create and maintain a work environment built upon the principles of dignity and respect for each other.

7. A copy of this policy will be permanently displayed on official bulletin boards. Managers and supervisors will also circulate this memorandum among U.S. civilian employees and their supervisors on an annual basis. Each directorate will maintain a record of the employee/supervisor's signature acknowledging they have read this policy.

8. The proponent for this policy memorandum is the USAG Mannheim Equal Employment Opportunity Office, DSN 385-2247.

  
JEFFREY FLETCHER  
LTC, AG  
Commanding